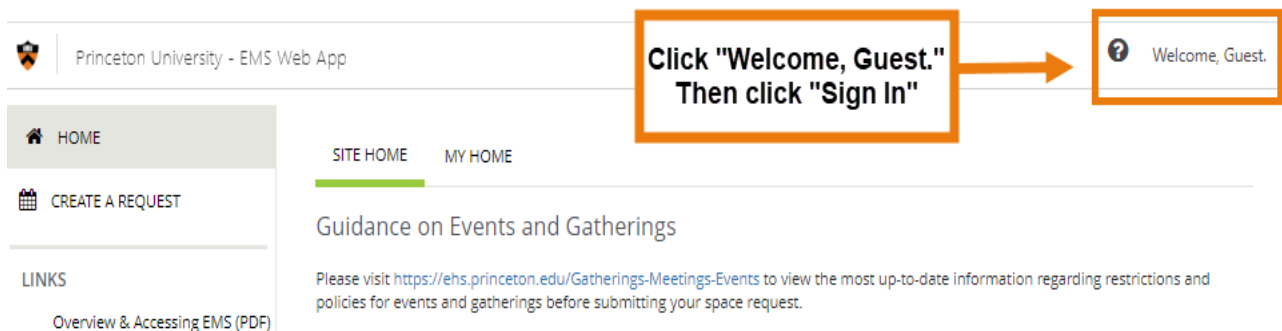


University Calendar: Publish An Event

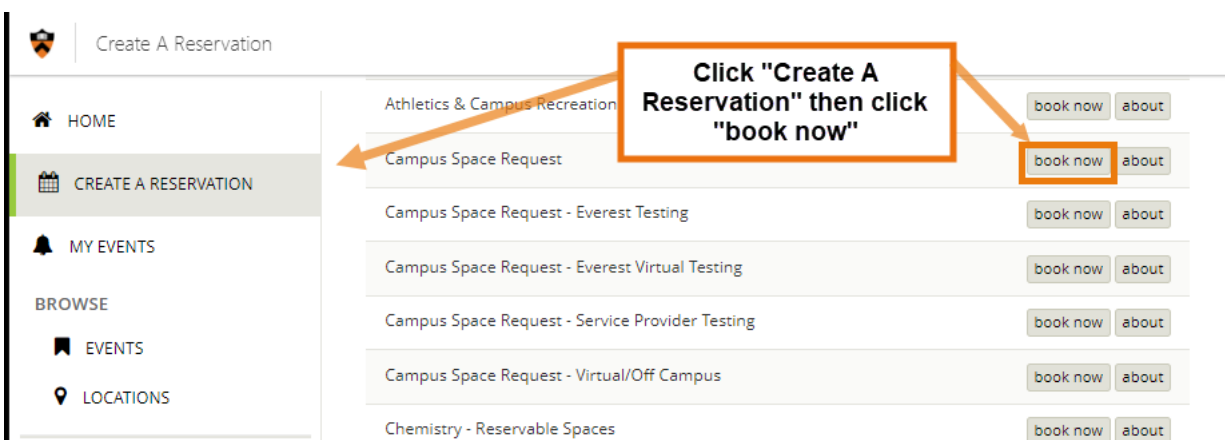
Only confirmed events will appear on the calendar. The calendar is updated approximately every hour.

1. Navigate to: scheduling.princeton.edu

Login by clicking “Welcome, Guest” then “Sign In” at the top right corner of the screen.




2. Click “Create A Reservation” on the left side of the screen. Choose a template and click “Book Now” on the right side of the screen.






3. Select the date and time for your request.

New Booking for Sat Aug 5, 2023

Date & Time

Date *
Sat 08/05/2023  Recurrence

Start Time * 2:00 PM  End Time * 3:00 PM 

Create booking in this time zone
Eastern Time 


Locations **Add/Remove**
(all)



Search


4. Click “Add/Remove” next to “Locations” to choose a building.

New Booking for Sat Aug 5, 2023

Date & Time

Date *
Sat 08/05/2023  Recurrence

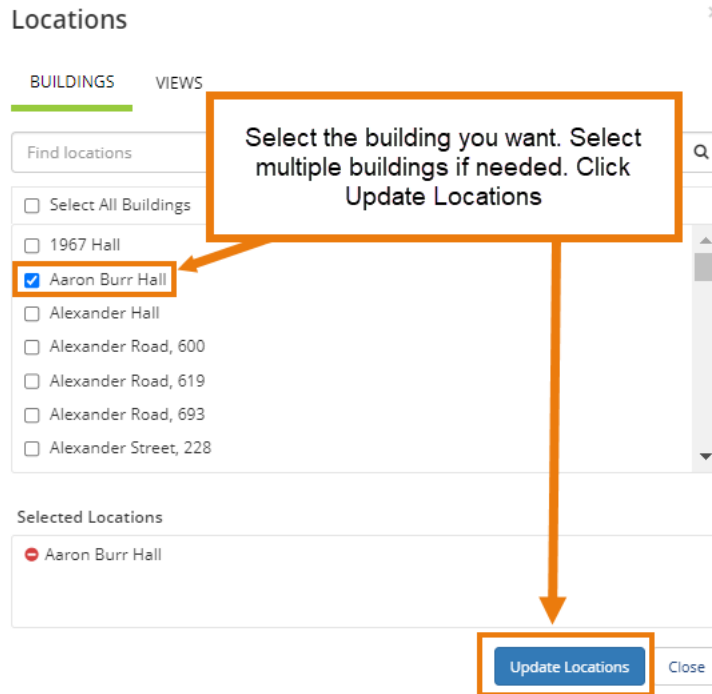
Start Time * 2:00 PM  End Time * 3:00 PM 

Create booking in this time zone
Eastern Time 

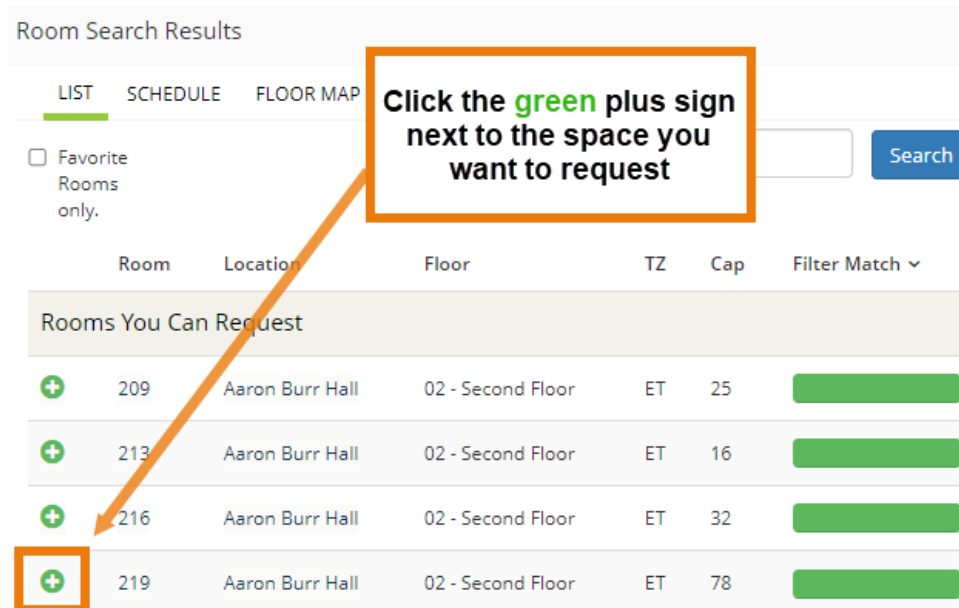
Locations **Add/Remove**
(all)

Search

5. Scroll down or begin typing in the search bar to choose a building. You can add multiple locations during this step. Click the checkbox next to the building, then click “Update Locations.”



6. Click the green plus sign next to the room you want to add to your reservation.



7. Enter the number of people expected to attend and click “Add Room.”

Attendance & Setup Type

To continue, please enter the number of attendees and desired setup type for this Room.

Number of Attendees *

70

Setup Type *

Bowl

Add Room Cancel

8. You will see the room we added at the top of the page. You can add more dates and rooms if needed before moving on to the next step.

New Booking for Sat Aug 5, 2023

See the room we added here. Click "Next Step"

Next Step

Date & Time

Date * Sat 08/05/2023 Recurrence

Start Time * 2:00 PM End Time * 3:00 PM

Create booking in this time zone Eastern Time

Locations Aaron Burr Hall Add/Remove Search

Selected Rooms 219 Attendance & Setup Type

Room Search Results

LIST SCHEDULE FLOOR MAP

Favorite Rooms only. Find A Room Search

	Room	Location	Floor	TZ	Cap	Filter Match
+	209	Aaron Burr Hall	02 - Second Floor	ET	25	
+	213	Aaron Burr Hall	02 - Second Floor	ET	16	
+	216	Aaron Burr Hall	02 - Second Floor	ET	32	
-	219	Aaron Burr Hall	02 - Second Floor	ET	78	

Let Me Search For A Room

I Know What Room I Want

9. Add AV or Transportation & Parking Services on this page.

Services For Your Reservation

Add AV or TPS Services, then click Next Step

Next Step

AV Services ?

Start Time [ET] 2:00 PM End Time [ET] 3:00 PM Service Type * AV Consultation/Support

AV Services ^

Transportation & Parking ?

Parking ^

Pick-Up/Drop-Off ^

10. Enter the Reservation Details: event name and type, and your contact information.

Reservation Details

Event Details

Event Name * The Art of Calligraphy **Event Type *** Class

Department Details

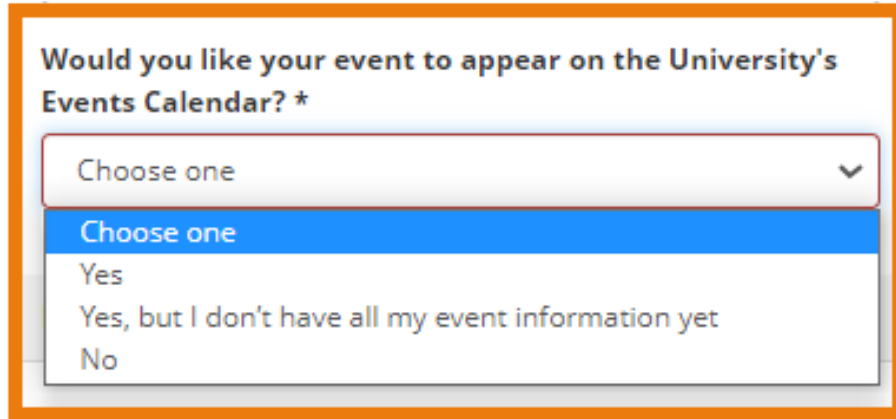
Department * Conference and Event Services

1st Contact Horgan, Michelle A

1st Contact Phone * 609-258-6116 **1st Contact Mobile** 732-406-4036

1st Contact Email Address * horgan@Princeton.EDU

11. Click the drop-down arrow under “would you like your event to appear on the University’s Events Calendar?”



Would you like your event to appear on the University's Events Calendar? *

Choose one

Choose one

Yes

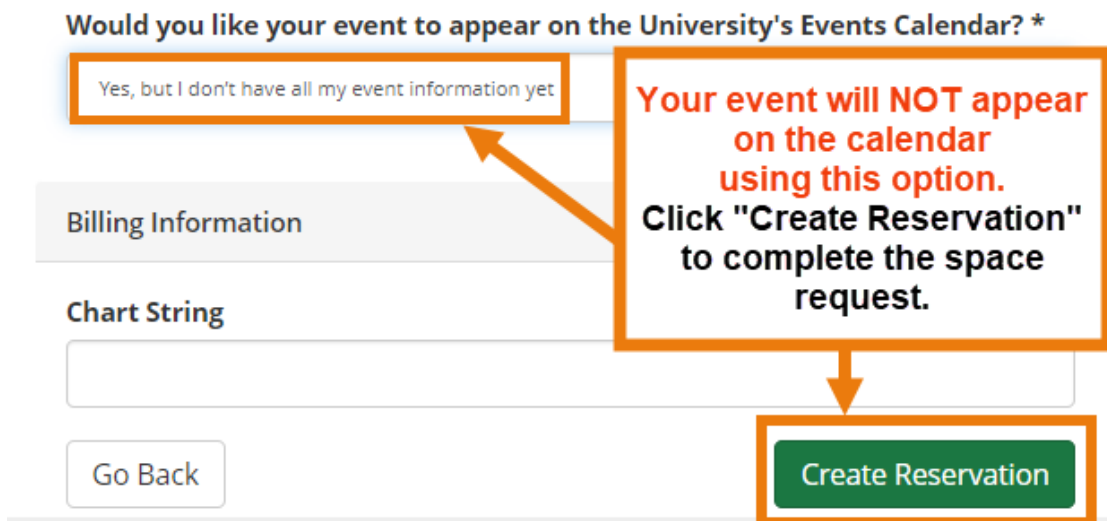
Yes, but I don't have all my event information yet

No

12. If you do not have information about your event, choose “Yes, but I don’t have all my event information yet.”

Your event will not appear on the calendar if you choose this option.

Click “Create Reservation” and your space request is complete.



Would you like your event to appear on the University's Events Calendar? *

Yes, but I don't have all my event information yet

Your event will NOT appear on the calendar using this option. Click "Create Reservation" to complete the space request.

Billing Information

Chart String

Go Back

Create Reservation

13. Choose “Yes” to have your event published to the University’s Events Calendar.

- Fields with an asterisk are required fields.

- Categories are explained under the corresponding number.

Would you like your event to appear on the University's Events Calendar? *

Yes

1 Event Description *

2 Category *
Add/Remove

3 Subcategory (Type first letter to jump down in the list) *

4 Additional Subcategory

5 Event Audience (Select all that apply) *
Add/Remove

6 University Co-Sponsor(s)

External Sponsor(s)

7 Speaker 1

Speaker 2

Speaker 3

Speaker 4

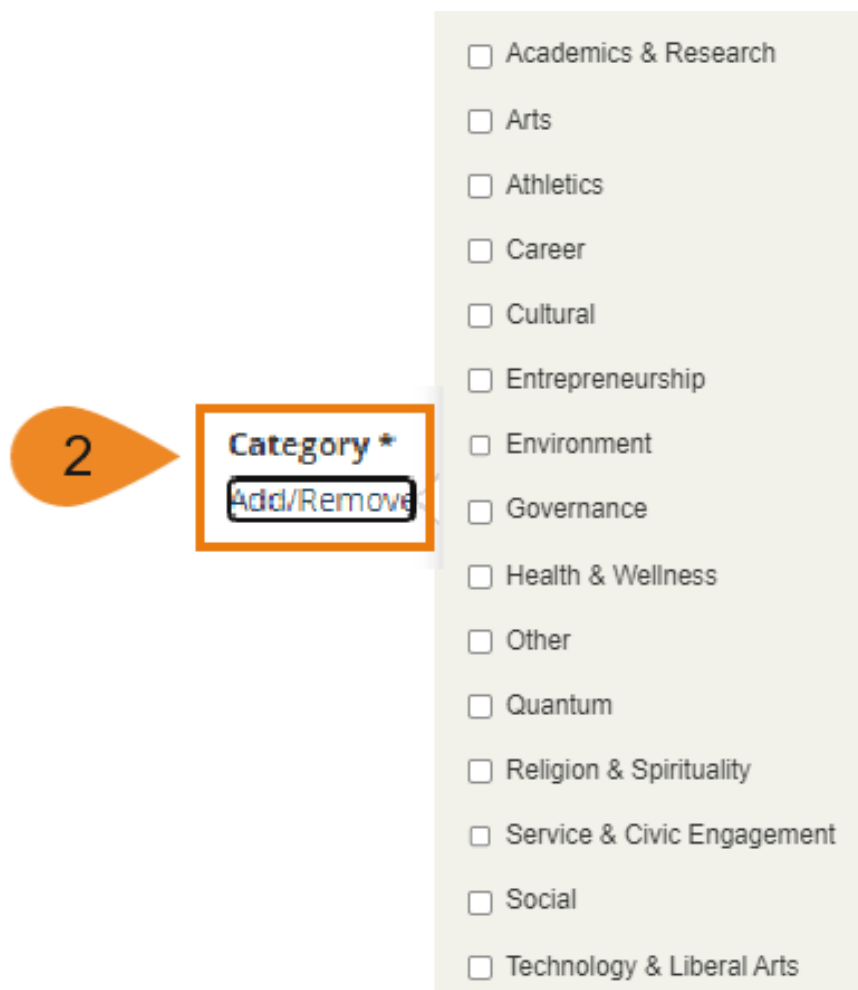
Speaker 5 (If you have more than 5, then please note the full list in your event description/event website or just list your keynote/featured speakers)

8 Is there a website associated with your event? If so, please enter the URL.

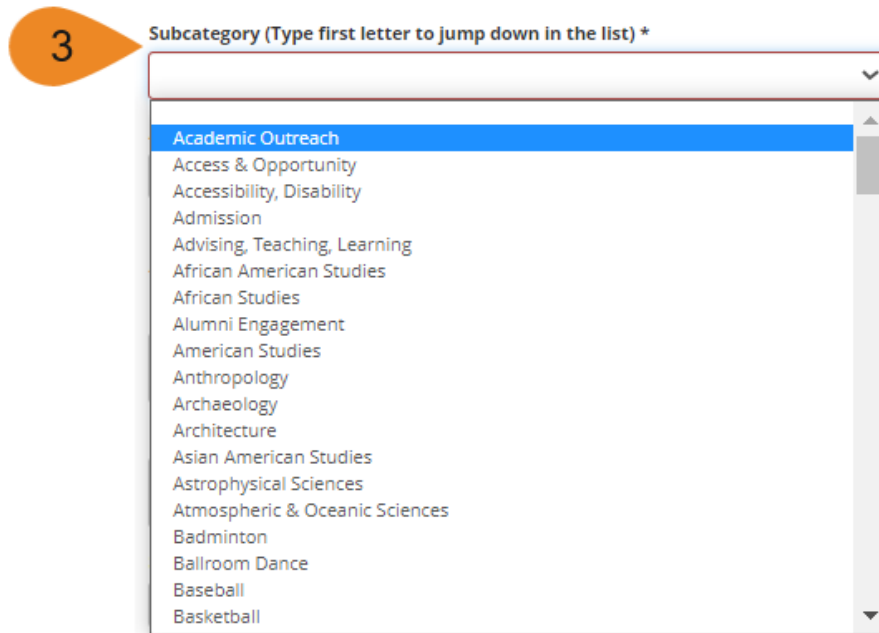
13a. Under “**Event Description**” – write a brief description of your event. The event description informs the public of what will be covered in this event.



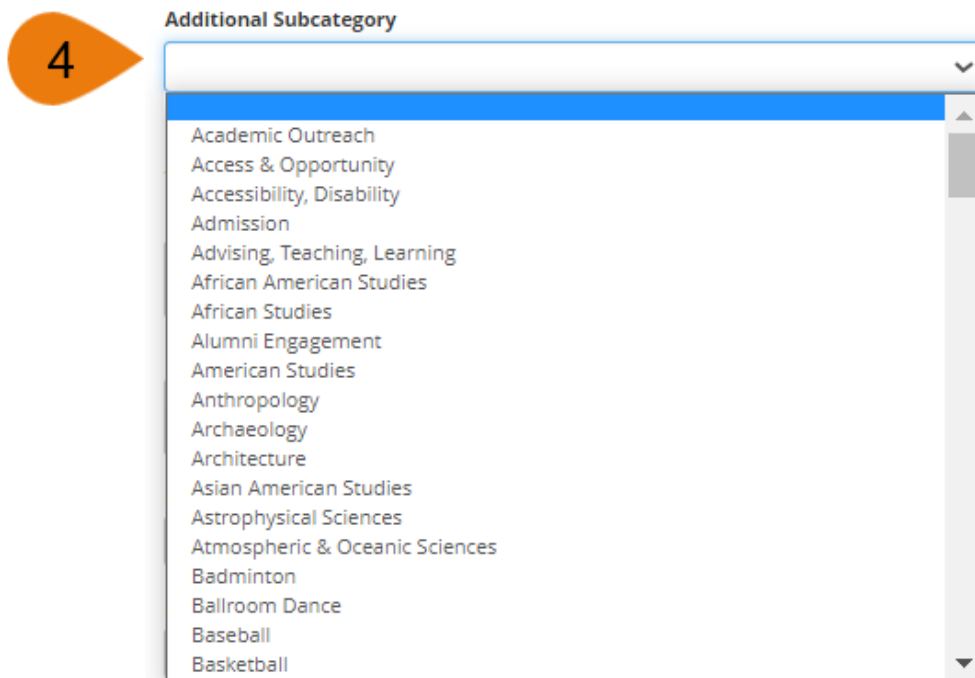
13b. Under “**Category**” – click “Add/Remove”. Select all that apply.



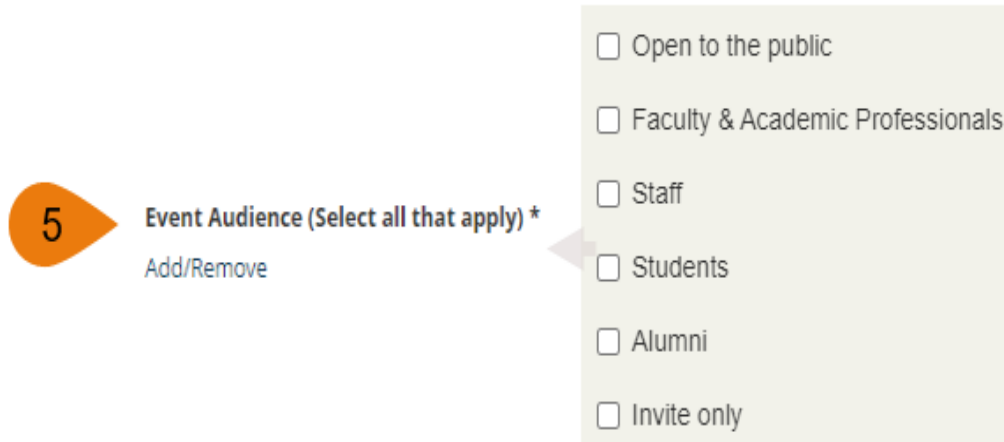
13c. Under “**Subcategory**” – type the first letter to jump down to the subcategory you want, or peruse the categories available to choose from. Choosing the appropriate subcategory will help users filter results.



13d. Under “**Additional Subcategory**” – type the first letter to jump down to the subcategory you want or peruse the available categories. Choosing an additional subcategory will help users filter results.



13e. Under “**Event Audience**” - click “Add/Remove”. Make multiple selections as needed.



5 Event Audience (Select all that apply) *
Add/Remove

- Open to the public
- Faculty & Academic Professionals
- Staff
- Students
- Alumni
- Invite only

13f. Under “**University Co-Sponsor(s)**” and “**External Sponsor(s)**” – fill in the co-sponsor of the event, if applicable. Fill in the external sponsor of the event, if applicable. These fields are not required.



6 University Co-Sponsor(s)

External Sponsor(s)

13g. Under “Speaker 1-5” – fill in the name(s) of the speakers for this event. These fields are not required.

7

Speaker 1

Speaker 2

Speaker 3

Speaker 4

Speaker 5 (If you have more than 5, then please note the full list in your event description/event website or just list your keynote/featured speakers)

13h. Under “Is there a website associated with your event? If so, please enter the URL” – enter the website associated with your event, if applicable.

8

Is there a website associated with your event? If so, please enter the URL.

14. A chart string is not needed. Click “Create Reservation” on the bottom right side of the screen. Your space request is complete.

